

Santiago Canyon College Academic Senate

8045 East Chapman
Orange, CA 92869

(714) 628-4831
FAX (714) 532-2055

SENATORS

Business and Career Education

Deeley, Steve 2016
Salcido, Andrew 2017

Continuing Education (OEC)

Quimzon, Eden 2017

Counseling & Student Services

Aguilera, Leonor 2017
Baldizon-Rios, Nena
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Crabill, Phillip 2016

Humanities and Social Sciences

Cannon, Cari 2017
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James, Scott for Dela-
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Reed, Stephen 2017
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EXECUTIVE BOARD MEMBERS

President

Evelt, Corinna 2016

Vice President

Mettler, Mary 2016

Secretary/Treasurer

DeCarbo, Michael 2016

Curriculum Chair

Wagner, Joyce 2016

AGENDA

20 October 2015

1:30 pm – 3:00 p.m.

Academic Senate Room A-211

I. Welcome

II. Approval of Minutes

A. 6 October 2015

III. Public Comments (2 minute limit per person)

IV. AS Executive Board Reports (15 minutes)

President, Vice President, Secretary/Treasurer, CIC Chair

V. ASG Report (5 minutes)

VI. Action (35 minutes)

First Reading

- A. **Resolution F2015.5:** Creation of the Academic Senate Faculty Hire Process Task Force
- B. **Resolution F2015.6:** Support of Exploring a Potential Dual Enrollment Agreement between Santiago Canyon College and Unity Middle College High School
- C. **Resolution F2015.7:** Adoption of the *2015-2016 Student Equity Plan*

Second Reading

- D. **Resolution F2015.3:** Approval of the SCC Credit Student Success and Support Program Plan 2015-2016
- E. **Resolution F2015.4:** Approval of the Noncredit Student Success and Support Program Plan 2015-16

VII. Summary Reports Discussion (5 minutes total)

VIII. Discussion Items (15 minutes)

- A. **Discussion of ASCCC Fall 2015 Resolution Packet & Related Materials:** A discussion of various resolutions and other related materials in preparation for the Area D meeting led by AS VP and RSCCD Delegate Mettler. (15 minute discussion)

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Rancho Santiago Community College District BP2410 (previously BP9001) (Setting Policy)

Adopted 03/17/97

Revised March 28, 2011

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

***For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:**

1) Curriculum, including establishing prerequisites and placing courses within disciplines; 2) Degree and certificate requirements; 3) Grading policies; 5) Standard or policies regarding student preparation and success; 8) Policies for faculty professional development activities;

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development; 6) District and college governance structures, as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self study and annual reports; 9) Processes for program review; 10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District website.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e.

Senators Present

Leonor Aguilar
Denise Bailey
Phillip Crabill
Shawn Cummins
Steve Deeley
Leah Freidenrich
Alicia Frost
Scott Howell
Eric Hovanitz
Scott James
Evangeline Matthews
Eden Quimzon
Andrew Salcido
Mike Taylor
Christine Umali Kopp
Melinda Womack

Absent

Nena Baldizon-Rios
Cari Cannon

Senate Executive Board

President Corinna Evett
Vice President Mary Mettler
CIC Chair Joyce Wagner
Sec/Treas. Michael DeCarbo

ASG Representative

Tamara Nabulsi

Guests

Joseph Alonzo
Bill Jeffreys
Imelda Perez
Mary Walker

I Welcome

II Approval of Minutes

September 15, 2015 (Howell/Frost) approved without dissent pending one correction.
(Noting Steven Deeley was not present)

III Public Comments

- 1 Professor Taylor explained that due to the recent event in Oregon, the covering of Faculty office windows need to be reexamined; perhaps providing blinds and/or shades.
- 2 ASG Representative Nabulsi echoed the concerns of students as to whether doors can be secured as well.

IV AS Executive Board Reports

A President

- 1 The RSCCD Board Meeting will be held at SCC October 12, 2015
A reception will be held at 4:00 in H 106 with the meeting in the same location at 4:30
Professors Bailey and DeCarbo will be recognized. Please join us in recognizing our colleagues.
There will be a presentation about the merging of Basic Skills, Equity and Success.
- 2 All college members are encouraged to celebrate “in the spirit of Steve Kawa Day.”
On Thursday October 29, we should all “seek to be like Steve.”
- 3 The Senate Presidents (or designee) will now sit on the RSCCD Foundation board
Professor Sproat will serve as the SCC AS President’s designee.
- 4 Science Center received an ecology award for retrofitting design.
- 5 FRC did not modify the language changes to BAM
FRC reaffirmed the modification and forwarded once again the District Council
District Council voted unanimously to approve the change.

- 6 POE approved the following regarding additional money received from the state:
“Poe recommends that a necessary sum of the State Mandate Cost reimbursement to be set aside for ADA, OCE and Marketing Liabilities and that the remaining funds be distributed to the colleges based added upon the FTES revenue model.”
- 7 When asked to sign a Form I or II for equivalency, please read the related materials, contemplate them, and then sign the form if you believe that the faculty member meets the required qualifications listed on the form(s).
Feel free to contact the Senate Executive Board if in doubt.
Please be sure that each of your departments has a recent and accurate Form I in place. The departments that will be hiring were encouraged to create, review, and/or revise Form I equivalency forms before any hiring process begins.
- 8 Faculty Hire:
 - a Results
 - 1 The results have been made public
 - 2 Four Senators did not submit a ballot.
 - b President Weispfenning reports that the exact number has yet to be determined because:
 - 1 The FON from the State is yet to be determined.
 - 2 While there are four confirmed SCC retirements, there may be more.
 - 3 A guess from the District is six to seven for SCC to meet the FON.
 - 4 SCC is tentatively looking to hire 10.
 - 5 President Weispfenning will look to announce his top 8 choices October 12, 2015.
 - c President Weispfenning doubts that the noncredit positions will be hired as they will not be counted towards the FON; thus, an equal proportion of credit faculty would still need to be hired.
 - d Faculty expressed that redistribution of vacant OEC positions into the general fund further prevents OEC positions from ever being filled.
Faculty asked why the numbers were not as high as previously reported and where the money from the State designated for new faculty was being spent.

B Vice President

No report

C Secretary/Treasurer

No report

D CIC

No report

V ASG Report – Senator at Large Tamara Nabulsi

- 1 The survey from ICC indicates students want more sports and activities.
- 2 The Senate branch will hold Town Halls in Vazquez Promenade October 25 and 26 from 10 – 2 and 4-6 with a food incentive.
- 3 The ASG Senate branch has had trouble staffing committees as the collegial governance website contained inaccurate schedule and room information.

VI Action

First Reading:

A Resolution F2015.3: *Approval of the SCC Credit Student Success and Support Program Plan 2015-2016 (Womack/Reed)*

SCC Academic Senate Minutes – DRAFT
Senate Business Meeting October 6, 2015

Discussion

The 2014-15 SCC SSSP plan was an implementation plan

The 2015-16 SCC SSSP plan discusses changes to the implementation plan.

Some of those changes include:

Orientation now includes the new Title IX information

SCC Discover includes new workshops titled bootcamps;

These outline timelines and other skills needed for success

Assessment and placement was able to create “One Stop TOC” (Transfer, Orientation, and Counseling)

In a four hour session students can take placement test, get results and then be counseled.

Counseling and advisement launched degree audit

Students now have digital educational plans that can be emailed.

Full and part time counselors have been trained on the electronic audit

First come, first served counseling sessions created so as to fill no-show slots.

This has led to a great efficiency of counseling hours; appointments are still available.

The proposed plan has been approved by all participants.

The proposed plan has been referred by the Student Success Committee for approval by the Academic Senate.

B Resolution F2015.4: *Approval of the SCC Noncredit Student Success and Support Program Plan 2015-2016 (Cummins/Womack)*

Discussion

Adjunct Professor Imelda Perez and Dean Mary Walker presented the draft of the report.

The content of the draft is complete, the language needs revision.

Like the 2014-15 Credit SSSP plan, this is a plan to plan

The next draft will be submitted to the Senate for distribution October 14

As to how online services will included is still under investigation.

Second Reading:

A Task Force Draft of RSCCD Credit Instructional Calendar 2016-2017 (Appendix 1)

Discussion

The official last day of summer 2016 is August 5

The Fall 2016 Fall start date is now proposed to be August 22, with Flex beginning August 15

The Task Force contacted the following to determine any potential conflicts:

- 1 FARSCCD - Ray Hicks and Narges Rabii
- 2 SAC Academic Senate President – Elliot Jones
- 3 Vice Chancellor of Human Resources - John Didion
- 4 SCC Vice President Academic Affairs - Aracely Mora
- 5 SCC Vice President Administrative Services – Arlene Satelle
- 6 CESA Representative – Zina Edwards
- 7 SCC Registrar – Tuyen Nguyen
- 8 SCC Transfer Advisor – Robert Waldren

The Task Force determined that while there may be some adjustments to be made with any change, the only structural conflict is that intersession cannot overlap with the mandatory FLEX days, as faculty working intersession would then be paid twice.

The Task Force learned that the following were reasons for beginning intersession on January 9:
Consistency and predictability for students.

January 3 start date would lead to two Monday holidays in intersession.

Many students travel the first of the year.

Faculty pointed out that it would be more consistent and predictable for intersession to begin on January 3, 2017 considering it begins on January 4, 2016 and began January 5, 2015.

Faculty pointed out that if students do travel the first of year, this fact was not taken into consideration when scheduling 2015 and 2016 intersession.

The Task Force presented the calendars of other community colleges for comparison.

It was noted that those with a 2017 intersession begin on January 3

The Task Force presented five different schedules.

- 1 The proposed intersession start date of January 9, spring begins February 13
- 2 Intersession begins January 3 and ends January 28; spring begins February 6
- 3 Intersession begins January 3 and ends January 31; spring begins February 6
- 4 Beginning Spring on January 9
- 5 Beginning Spring on January 17

Upon much discussion the Senate opted to forward two proposals, one with intersession and one without; options 3 and 5 were selected as the most desirable.

The Senate then voted on these two proposals;

The January 3 intersession date passed without dissent; noncredit faculty abstained.

The spring January 17 was moved forward with the support of Professors Bailey, Taylor and Umali-Kopp.

B Resolution F2015.2: Recommendation for the Creation of the Santiago Canyon College Commencement Committee (DeCarbo/Cannon)

The resolution passed without dissent

VII Summary Reports Discussion

- 1 Honors: There are 187 students in Honor's classes, 75 are in the Honors program.

VIII Discussion Items

A Faculty Committee Assignment and Workload Task Force Update

- 1 Postponed

B Academic Senate Faculty Hire Request Process Evaluation

- 1 Postponed

IX Moved to adjourn (Howell/Deeley)

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Resolution F2015.5

Creation of the Academic Senate Faculty Hire Process Task Force

Moved: Professor DeCarbo

Seconded:

Whereas, The hiring process must remain fluid and change according to need; and

Whereas, The Academic Senate likes to evaluate its processes regularly;

Resolved, That the Academic Senate of Santiago Canyon College create a Faculty Hire Process Task Force to evaluate procedure and suggest revisions to address any emerging needs; and

Resolved, That the Academic Senate of Santiago Canyon College Faculty Hire Process Task Force present recommended revisions to the procedure and related documents at the 1 March 2016 Academic Senate meeting.

Date Presented: 20 October 2015

Date Approved:

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Resolution F2015.6

Support of Exploring a Potential Dual Enrollment Agreement between Santiago Canyon College and Unity Middle College High School

Moved: Professor Crabill

Seconded:

Whereas, Santiago Canyon College (SCC) is an innovative learning community dedicated to intellectual and personal growth, seeking to form pathways and relationships to secure the success of our students and our institution;

Whereas, Unity Middle College High School (Unity MCHS) is seeking to forge a partnership with Santiago Canyon College, providing Unity MCHS students with an innovative dual enrollment opportunity at SCC to help with the intellectual and personal growth of our community;

Whereas, Assembly Bill 288 (recently approved by the Governor of CA) encourages governing bodies of community college school districts to expand dual enrollment opportunities for high school students who may not already be college-bound as well as to those who have been historically underrepresented in higher education; and

Whereas, The formation of such an agreement under AB 288 would be intended to create a seamless pathway between a high school and community college for career-technical education as well as for transfer, to improve graduation rates and degree goal completion, and to help high school students achieve vital skills for college and career readiness;

Resolved, That the Academic Senate of Santiago Canyon College support the forging of a partnership between Santiago Canyon College and Unity Middle College High School to further the success of students in our community.

Date Presented: 20 October 2015

Date Approved:

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Resolution F2015.7

Adoption of the *2015-2016 Student Equity Plan*

Moved:

Seconded:

Whereas, Santiago Canyon College must submit a Student Equity Plan to the California Community Colleges Chancellor's Office per SB 1456 and Title 5 regulations;

Whereas, The Student Success & Equity Committee and the Office of Student Equity and Success have performed their due diligence by creating the *2015-2016 Student Equity Plan*; and

Whereas, The Student Success & Equity Committee recommends that the Academic Senate of Santiago Canyon College adopt the *2015-2016 Student Equity Plan*;

Resolved, That the Academic Senate of Santiago Canyon College adopt the *2015-2016 Student Equity Plan*.

Date Presented: 20 October 2015

Date Approved:

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Resolution F2015.3

Approval of the Credit Student Success and Support Program Plan 2015-16

Moved: Professor Womack

Seconded: Professor Reed

Whereas, The Santiago Canyon College must submit a Credit Student Success and Support Program Plan to the California Community Colleges Chancellor's Office per state regulations;

Whereas, The Student Success and Equity Committee has performed its due diligence by creating the 2015-2016 Credit Student Success and Support Program Plan; and

Whereas, The Success and Equity Committee recommends that the Academic Senate of Santiago Canyon College adopt the 2015-2016 Credit Student Success and Support Program Plan;

Resolved, That the Academic Senate of Santiago Canyon College adopt the 2015-2016 Credit Student Success and Support Program Plan.

Date Presented: 6 October 2015

Date Approved:

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Resolution F2015.4

Approval of the Noncredit Student Success and Support Program Plan 2015-16

Moved: Professor Cummins

Seconded: Professor Womack

Whereas, The Santiago Canyon College Division of Continuing Education must submit a Noncredit Student Success and Support Program Plan to the California Community Colleges Chancellor's Office per SB 1456 and Title 5 regulations;

Whereas, The Noncredit Student Success and Support Program Advisory Committee has performed its due diligence by creating the 2015-2016 Noncredit Student Success and Support Program Plan; and

Whereas, The Noncredit Student Success and Support Program Advisory Committee recommends that the Academic Senate of Santiago Canyon College adopt the 2015-2016 Noncredit Student Success and Support Program Plan;

Resolved, That the Academic Senate of Santiago Canyon College adopt the 2015-2016 Noncredit Student Success and Support Program Plan.

Date Presented: 6 October 2015

Date Approved:

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SAC SENATE SUMMARY REPORT

October 13, 2015

III Public Comments

1 Faculty raised safety concerns

President Jones announced that he will invite campus safety officers to speak to the Senate.

The safety committee has produced an emergency information sheet that should be at all phones.

2 Faculty are confused why CTA has been invited to speak at the upcoming FARSCCD meetings.

V Topics

A BOG Fee Waiver Changes

1 2012 Student Success Act requires:

a assessment, advisement, and educational planning

b satisfactory academic progress to maintain priority enrollment.

c satisfactory academic progress to maintain BOGW eligibility.

2 Requirements go into effect Fall 2016, and will take into consideration Fall 2015 and Spring 2016

3 Loss of BOG Fee Waiver

a If students do not achieve a cumulative 2.0 or successful completion of 50% of classes two consecutive semesters, the student will lose BOG

b If currently put into place, over 500 SAC students would lose BOG

c Students will have to wait one year before an BOG waiver will again be granted.

d There is an appeal process.

4 SAC is launching a large “Your Grades Matter!” campaign in hopes to bring this information to the students.

5 The cumulative GPAs are “district specific,” students can go to other schools and seek a BOG waiver.

B Saudi Arabia Agreement

1 A Saudi corporation must exist in order for any person to do business in the meeting.

2 The RSCCD Foundation has formed a joint venture with a corporation and controls 51%.

3 Actions by the Tax Board and IRS seemed to be remediation not punitive.

4 The Senate discussed at length the unraveling pieces of information and returned to the conclusion that a position was taken by both Academic Senates last spring and that position has not changed.

C TracDat Update

1 Presentation of the new SLO assessment tracking software.

2 A rich discussion about SLO creation and assessment ensured.

VII Reports

A President

1 December 16 Campus Holiday party.

2 May 11 will be the Centennial Garden opening in addition to SAC President Martinez’s retirement.

3 May 26 will be the groundbreaking for the Science Center.

4 41 positions were ranked by the Faculty Hiring Committee.

a The top 5 positions were for noncredit faculty.

5 Upcoming plenary resolutions will be sent out.

D ASG

- 1 October 20 and 21 two Town Halls will be held at “The Spot”.
- 2 October 26 ASG will help assist with the Board Meeting in “The Spot”.

E SCC

- 1 Instructional Calendar Task Force presented findings and the Senate voted for the January 3, 2017 intersession start date.

Professional Development Committee: Minutes from the October 13, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Jacque Myers, Martin Stringer, Cecilia Diaz, Jim Isbel, and Tiffany Gause

Guest: Joseph Alonzo

Note-taker: Tiffany Gause

1. Jacque reported on the Flex evaluations. Overall positive comments. Data has collected into an excel file. Low classified turnout. Further emphasizes the need to offer more midsemester offerings.
2. Lynnette has reached out to Philip Tran to do an Adobe Acrobat session, and Andy Salcedo for an excel session. Tran is open to midsemester and Flex week.
3. Joseph Alonzo has paused all activities to ensure process is being carefully followed. The committee emphasized that midsemester offerings are welcomed. This especially is needed to include classified staff.
4. Joseph Alonzo will be proposing the following events:
 - a. Equity Institute Continued Date TBD.
 - b. VetNet Ally Program- November 4th.
 - c. Courageous Conversations Reading Group- Ongoing Spring.
5. Joseph Alonzo has proposed having the Equity Institute Continued before the end of fall semester. The committee emphasized that future trainings which take 5 hours, and are mostly held on Fridays or Flex week exclude most classified staff from being able to attend.
6. Lynnette presented the calendar thus far. The offerings are slim because it is still early in the proposal season.
7. The other most popular sessions from last Flex week were kept in place by Lynnette in anticipation of their being offered again.
8. Martin is looking to begin a perennial classified retreat. This would include exploration of a variety of activities and allowing for classified to engage in round table discussions to air needs and ideas for their positions.
9. Martin Stringer, Joseph Alonzo, and Marilyn Flores will be planning specific trainings for campus centered on Math and English. More to come on this after planning meetings are completed.